



State of Tennessee  
Tennessee Department of Commerce and Insurance  
Real Estate Appraiser Commission  
500 James Robertson Parkway, Suite 620  
Nashville, TN 37243-1166  
(615) 741-1831

**LICENSURE AND CERTIFICATION APPLICATION**  
**REAL ESTATE APPRAISER**  
**(TYPE OR PRINT IN INK)**

- ☐ Licensed Appraiser  
☐ Certified Residential Appraiser  
☐ Certified General Appraiser  
☐ Reciprocal  
(Mark the classification for which applying)

FOR COMMISSION USE ONLY		
STAFF REVIEW _____	DATE LICENSED _____	NEW APPLICANT _____
EDUCATION _____	LICENSE NO. _____	UPGRADE _____
EXPERIENCE _____	DATE CERTIFIED _____	PREVIOUS LICENSE NO. _____
FINAL APPROVAL _____	CERTIFICATION NO. _____	

**APPLICANT INFORMATION**

SOCIAL SECURITY NUMBER --

BIRTHDATE --  
M M D D Y Y

NAME OF APPLICANT Mr. ☐  
Ms. ☐

FIRST NAME FULL MIDDLE NAME LAST NAME OTHER NAME (IF ANY)

**RESIDENTIAL ADDRESS:**

STREET ADDRESS (REQUIRED) APARTMENT NUMBER

CITY, STATE, ZIP

POST OFFICE BOX CITY, STATE, ZIP (FOR PO BOX)

COUNTY HOME TELEPHONE

**BUSINESS ADDRESS:**

BUSINESS NAME

STREET ADDRESS (REQUIRED)

CITY, STATE, ZIP

POST OFFICE BOX CITY, STATE, ZIP (FOR PO BOX)

COUNTY BUSINESS TELEPHONE

FAX NUMBER E-MAIL ADDRESS

## GENERAL INFORMATION

Are you currently or previously been licensed or certified as a real estate appraiser in Tennessee or any other state?      Yes ☐      No ☐      If yes, please complete below:

Type of License/Certificate	License/Certificate Number	State	Date Issued	Date Expires
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## RESIDENCE HISTORY

List all places of residence during the past 5 years:

Street address (required)	City, State, Zip	Dates (from/to)
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Street Address (required)	City, State, Zip	Dates (from/to)
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## EMPLOYMENT HISTORY

Are you presently employed:      Yes ☐      No ☐

List all employment during the past 5 years (list current employer first). Attach additional sheets if needed.

Business Name	Business Name	Business Name
Street Address	Street Address	Street Address
City, State, Zip	City, State, Zip	City, State, Zip
Position	Position	Position
Employment Dates	Employment Dates	Employment Dates

## EDUCATION HISTORY

☐ High School Diploma      ☐ General Education Diploma      (If neither fulfilled, may apply to have education reviewed)

Name and Location of Institution	Completion Date
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College Graduate:    Yes ☐      No ☐      If yes, indicate type of degree

☐ Associate's Degree  
☐ Bachelor's Degree  
☐ Master's Degree

Degree Title	Date Awarded
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Name and Address of College or University

# APPRAISAL EDUCATION LOG

Qualifying education must fall within the categories listed below. Each course claimed must consist of a minimum of fifteen (15) classroom hours with a successfully completed examination unless the applicant obtained credit from the course provider by challenge examination without attending the courses. Any challenge course credit must have been granted by the course provider prior to July 1, 1990.

There is no time period in which education must have been received. If a course with duplicate subject content is repeated, credit will be granted only for that course with the greater number of classroom hours. If course titles are similar but cover distinctly different subject matter, distinguish the course content so as to avoid appearance of duplication. No correspondence courses may be used.

**Copies of certificates or other proof of successful completion must be submitted. All courses that have not been pre-approved through the provider by the Commission must undergo a review by the Commission. Instate applicants or applicants from a non-reciprocal jurisdiction who attended course s not pre-approved by the Commission should submit a brief synopsis from the provider, copy of the text outline, etc. to show general content of the course(s).**

Date mm/yy	Course Title	Course Content	Provider	Location (city/state)	Attend/ Challenge	Number Hours
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## BASIC REAL ESTATE APPRAISAL PRINCIPLES AND PRACTICES


## APPLIED RESIDENTIAL APPRAISAL OR RESIDENTIAL APPRAISAL CASE STUDIES


## INCOME PROPERTY APPRAISAL PRINCIPLES AND METHODOLOGY


## APPLIED INCOME PROPERTY APPRAISAL OR INCOME PROPERTY APPRAISAL CASE STUDIES


## UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE


**TOTAL EDUCATION HOURS CLAIMED \_\_\_\_\_**

# CHARACTER INFORMATION

**IF ANY OF THESE QUESTIONS ARE ANSWERED YES,  
PLEASE EXPLAIN ON A SEPARATE SHEET OF PAPER.**

Have you ever been denied an appraiser license or certificate or had an appraiser license or certificate or professional license of any type suspended or revoked in Tennessee or elsewhere? This would include the voluntary surrender of a license.

Yes ☐

No ☐

Are there currently charges pending against you in connection with any appraiser or other professional license that you hold?

Yes ☐

No ☐

Have you ever been convicted of, pled guilty, or pled no contest to any criminal offense, or is there any criminal charge now pending against you?

Yes ☐

No ☐

Has any judgement or decree of court been entered against you in which you were charged in the petition, complaint, declaration, answer, counterclaim or other pleading with any fraudulent or dishonest dealing?

Yes ☐

No ☐

*PERSONS WHO ANSWER "YES" TO ANY OF THE QUESTIONS WILL NOT BE AUTOMATICALLY DISQUALIFIED FOR LICENSURE; HOWEVER, THE APPLICANT MAY BE REQUIRED TO APPEAR BEFORE THE COMMISSION TO EXPLAIN HIS/HER ANSWER TO THE QUESTION OR PROVIDE ADDITIONAL INFORMATION REGARDING THE SITUATION.*

*IF YOU ANSWERED "YES" TO QUESTION NO. 3, YOU WILL BE REQUIRED TO PROVIDE A CERTIFIED COPY OF THE COURT DOCUMENTS IN THAT PARTICULAR ACTION.*

## AFFIDAVIT

I have fully read and understand this application and the information given herein is true, correct and complete to the best of my knowledge. Pages \_\_\_\_\_ through \_\_\_\_\_ of the Appraisal Experience Log have been completed in accordance with the specified guidelines and are included with this application (not applicable for reciprocal applicants). If so requested by the Tennessee Real Estate Appraiser Commission, I will furnish all additional information or documentation as may be deemed necessary for the verification of the information given here. I acknowledge that this application may be disapproved for cause and that any license or certificate that I may obtain may be revoked for supplying false or misleading information to the Commission. I agree to comply with the standards set forth in T.C.A., Title 62, Chapter 39, and I understand that violations of that chapter and the rules of the Tennessee Real Estate Appraiser Commission shall be grounds for disciplinary proceedings against me. I will not represent myself to be a State Licensed or Certified Appraiser until the proper authorization is in my possession.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

My Commission Expires: \_\_\_\_\_

## **LICENSURE/CERTIFICATION APPLICATION INSTRUCTION GUIDE (REVISED 09/2003)**

**A nonrefundable fee of \$125 must accompany the application. Payment may be by personal check, certified check, or money order payable to the State of Tennessee.**

An application expires one year from the approval date of the application. Licensing/certification must occur within that time frame, or a new application will be required. Please type or print legibly in ink, including the experience log. All sections of the application must be completed; incomplete applications will not be processed.

### **EXPERIENCE LOG**

#### **A. General Information**

- (1) Be certain to make additional copies of the blank appraisal experience log form before beginning the completion of the form. This will allow you to complete as many sheets as necessary to reach the required number of hours for the classification for which you are applying. The log must be the completed original. Do not send copies of the completed form.
- (2) Prior to completing your experience log, you should review the requirements for experience to determine what experience will count toward your appraisal experience requirement. Any appraisals conducted after January 1, 1992, must conform to the Uniform Standards of Professional Appraisal Practice. After reviewing these requirements, then complete the experience log as set out in the enclosed sample log, beginning with the most recent experience.
- (3) It is not necessary to submit more than the number of hours which are required for your requested license or certification; however, the log must reflect the full time period required for the level of licensure (24 months for state licensed or certified residential and 30 months for certified general).
- (4) Actual copies of the appraisal reports are not required with submission of the log. However, the Commission will request specific appraisal reports to be submitted for verification and approval. Upon request by the Commission, an applicant will have ten (10) working days to submit requested appraisal reports to the Commission office. Failure to comply could result in loss of experience hours. An applicant should submit three true copies of the complete report or file memorandum. The Commission reserves the right to disallow experience hours and to request any number of appraisal reports as listed on the appraisal log. Upon submission of requested reports and the appraisal log, the Commission may request additional documentation.

#### **B. Criteria for Standard and Review Appraisal Experience**

- (1) Applicants for:
  - a) a licensed appraiser must possess at least twenty-four (24) months and two thousand (2,000) hours of experience,
  - b) a certified residential appraiser must possess at least twenty-four (24) months and two thousand-five hundred (2500) hours of experience, and
  - c) a certified general appraiser must possess at least thirty (30) months and three thousand (3,000) hours of experience. There is no minimum number of hours that must have been obtained in any one (1) year.
- (2) There shall be no time limit in which experience credit may have been obtained.
- (3) Acceptable appraisal experience includes, but is not limited to the following:
  - a) fee and staff appraisal, ad valorem tax appraisal analysis, review appraisal, appraisal analysis, real estate counseling, highest and best use analysis, and feasibility analysis/study.

(4) Acceptable Experience:

a) Varying amounts of credit may be awarded by the Commission depending upon whether a (1) Standard Appraisal (2) Condemnation, (3) Review Appraisal or (4) Mass Appraisal was performed. All reports conducted since January 1, 1992, must comply with the Uniform Standards of Professional Appraisal Practice.

(1) Standard Appraisals: If the applicant performed at least fifty percent (50%) of the work associated with an appraisal (including preparation of the appraisal report) the applicant will receive full credit for that appraisal, even if this work was reviewed by a supervising appraiser who signed the appraisal report. (Note: except as provided below for "review appraisals", credit will not be granted for appraisals where an applicant performed less than fifty percent of the work).

(2) Condemnation Appraisals: If a partial acquisition appraisal is performed and a valuation of both the before and after values are given then an additional twenty-five percent (25%) credit will be awarded. This credit shall be rounded to the nearest hour.

(3) Review Appraisals:

(a) If the applicant performed a "technical review" of an appraisal performed by another person and the applicant prepared a separate written review appraisal report, the applicant will receive fifty percent (50%) of the hours normally allotted for that appraisal.

(b) No more than seventy-five percent (75%) of the total experience awarded can be derived from technical review. The remaining twenty-five percent (25%) must be standard appraisals.

(c) A "technical review" includes inspecting the property appraised, verifying the data, and checking calculations.

(4) Mass Appraisals:

(a) Components of the mass appraisal process which should be given credit are highest and best use analysis, model specification (developing the model), and model calibration (developing adjustments to the model). Other components of the mass appraisal process, by themselves should not be eligible for experience credit. Properties listed for experience credit on the Appraisal Experience Log must be limited to those properties used for model building and model calibrating.

(b) Properties which conform to the preceding definitions should be credited for fifty percent (50%) of the hours normally allotted for the appraisal.

### **C. How to Complete the Appraisal Experience Log**

List your name and business address as it appears on the application. Also, list your social security number and license/certificate number if you currently hold a Tennessee Real Estate Appraiser License/Certificate. The license number section will not apply to those applicants who initially apply under the law.

(1) Date: List the actual date the appraisal was completed, not the date of inspection or value estimate. The date of the report should be included using six (6) digits as shown in the sample log. Please list all experience in descending chronological order listing the most recent appraisal report first. You may list residential and non-residential properties separately.

(2) Property Identification: List the actual street address, lot and block, or rural route. The city in which the property was located should be included in this section. Other identification may be included in this section. The address should be the same as that stated on the original appraisal report.

(3) Property Type: Mark an X in the blank which applies. Please refer to the experience breakdown within these instructions for further determination of residential and non-residential experience. Residential and non-residential properties may be listed separately. (Check only one category)

(4) Type of Report: Mark an X in the blank which applies. Please refer to the Uniform Standards of Professional Appraisal Practice (USPAP) Standard 22 for more details. Self-contained refers to a self-contained appraisal report which explains the full extent of the appraisal process in a comprehensive, self-contained report. Summary refers to a summary appraisal report which contains a summary of all significant data obtained in the appraisal process. Restricted refers to a restricted appraisal report which contains a brief statement of information obtained in the appraisal process. The restricted report does not contain all the significant data obtained.

(5) Style of Report: Mark an X in the blank which applies. Narrative refers to a detailed report in which all facts and conclusions are included. Form refers to a specific format report which is required by certain financial institutions, insurance companies, government agencies and relocation companies. Other refers to letter reports, oral reports, and special types of appraisal reporting. (Check only one category)

(6) Approaches Applied: Mark an X in the blanks which apply. Each approach to value is not required in every appraisal. List only the approaches in which a value conclusion was derived.

(7) Allowable Hours: Select the allowable hours for the specific type of property for which the appraisal was performed. Use the total allowable hours from the Hourly Experience Log Breakdown. Use only the greater number of hours which would apply toward that particular appraisal. The "other" category is for authorship or other experience which requires review by the Commission to establish number of experience hours credited.

(8) Involvement: Mark an X in the blank which applies. Sole Appraiser refers to appraisal reports which were completed and signed by only one person. Co-sign refers to appraisal reports in which more than one appraiser worked on the report. To qualify for this category an applicant must have contributed at least fifty percent (50%) or more of the work on the appraisal. Technical Review refers to a review of an appraisal. There must have been a separate review appraisal report filed. An exterior field inspection of the subject property is required. No more than seventy-five percent (75%) of the total cumulative experience hours can be gained from technical review. Condemnation Partial Acquisition refers to appraisals performed on properties involved in condemnation proceedings. To qualify for this classification, the appraisal must be on a partial acquisition where a before and after value is required. A total acquisition under condemnation proceedings would not fall under this category. (Check only one category)

(9) Net Hourly Credit: Multiply (7) Allowable Hours by (8) Involvement to calculate Net Hourly Credit. Round the result to the nearest whole number.

Example: Allowable Hrs. Res. X Condemn. Part. Acq. = Net

15                      X                      1.25                      =18.75 (Rounded=19)

At the bottom of each log page, list the page number and the total pages of log request. Include number of experience hours per each page and total cumulative hours.

### **Hourly Experience Log Breakdown**

<b>Residential</b>	<b>Hours</b>
Single Family (One Unit Dwelling)	8
Multi-family ( Two-Four Units)	15
Residential Vacant Land less than 10 Acres	5
Residential Vacant Land from 10 to 250 Acres	15
Residential Vacant Land over 250 Acres	30
Residential Subdivision Sites (Per Site) ( Not to exceed 50 hours)	5
<b>Non-residential</b>	<b>Hours</b>
Land:	
Undeveloped non-residential tracts, residential multi-family sites, commercial sites, industrial sites, land in transition, etc.	20
Rural/Agricultural: 10 to 250 Acres	20
250 to 1,000 Acres with improvements	30
Over 1,000 Acres with improvements	40
Note: An additional 20 hours credit will be awarded for specialty property. "Specialty" refers to agricultural income -producing operations such as orchards, dairies, minerals, granary, livestock, hog barns, etc.	
Residential Multi-family (5-12 Units): Apartments, condominiums, townhouses, and mobile home parks	35
Residential Multi-family (13 + Units): Apartments, condominiums, townhouses, and mobile home parks (Add 10 hours for proposed project projections)	50
Commercial Single Tenant: Office building, retail store, restaurant, service station, bank, day care center, etc.	35
Commercial Multi-Tenant: Office building, shopping center, hotel, etc. (Add 10 hours for proposed project projections)	60
Industrial: Warehouse, manufacturing plant, etc.	50
Institutional: Nursing home, hospital, school, church, government building, etc.	50

Credit may be awarded for hours of appraisal experience for textbook authorship or published appraisal journal articles. However, this experience will not exceed five hundred (500) hours, and the number of hours' credit to be awarded will be up to the discretion of the Commission. The cumulative hours for authorship shall not exceed fifty percent (50%) of the cumulative general hours.

Credit may be awarded for hours of appraisal experience for other types of real property not listed. The Real Estate Appraiser Commission will, on an individual basis, determine the amount of credit to be awarded for such appraisals based on the information provided by the applicant.

Credit may be awarded on an individual basis for real estate counseling, highest and best use analysis and feasibility analysis, based upon a written request by the applicant.



## **APPROVAL OF APPLICATION**

After your application has been approved or disapproved by the Commission, written notification will be mailed from the Commission within five (5) business days of the meeting at which the application was reviewed. This notification will include instruction on the remainder of the licensing process.

## **DENIAL OF LICENSE OR CERTIFICATE**

An applicant denied a license or certificate shall be notified in writing by the Commission of such denial and the reasons thereof. Such applicant may request an informal conference with the Commission to reconsider such denial at its next scheduled meeting. Such request must be sent to the Commission office within thirty (30) days of the date of the notice of denial.

Nothing in this rule shall be construed as creating the right to a contested case proceeding (as defined by the Tennessee Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5) if a license or certificate is denied an applicant. (Tennessee Real Estate Appraiser Commission Rule 1255-1-.10).

## **EXAMINATION**

- 1) Upon approval, if you have not previously taken the exam, you will receive from the Commission:
  - a) Letter of Approval
  - b) Exam Candidate Handbook
  - c) Fee Card
- 2) Exams are provided at Promissor sites in Nashville, Memphis, Knoxville, Johnson City, Jackson, and Chattanooga.
- 3) The exam fee is one hundred dollars (\$100), and payment methods are explained by Promissor in information mailed.
- 4) Examinations are scored immediately. The test center registrar will issue documentation to the examinee regarding failure or passing.
- 5) All qualified persons passing the examination may submit the licensure/certification fee of four hundred dollars (\$400). This payment includes a fifty-dollar (\$50) federal registry fee. Under Title XI of the Financial Institution Reform, Recovery and Enforcement Act of 1989, the Appraisal Subcommittee is authorized to collect monies from state to maintain a roster of all state certified and licensed appraisers eligible for federally related transactions.